

# A MANUAL OF CIVICS



STUDENTS' EDITION  
PRICE 35 CTS.



PUBLISHED BY  
THE J. J. KRAPS CO.  
SALEM, OREGON



*Kraps, Joseph Johnson*

# A MANUAL OF CIVICS



Student's Edition



PUBLISHED BY

The J. J. KRAPS CO.

SALEM, . . . . . OREGON

JK 38  
K7

COPYRIGHT 1922  
BY  
THE J. J. KRAPS CO.

FEB 27 '22 © C1A658089

med



The great art of all arts, and the one least prized is ability to express one's thoughts in clear and correct language. This, together with the lack of power to get knowledge from the printed page, is a great weakness of most pupils in our schools, and of many teachers.

"Exact teaching cultivates clear thinking and exact expression on the part of pupils. Indifferent teaching encourages careless thinking and slovenly expression."

(J. N. Patrick.)

This manual is intended for supplementary work, and will be an excellent aid in all reviews.



## A MANUAL OF CIVICS

## 1. Define city.

A city is a thickly settled community having a special form of government under a *charter* from the State.

## 2. Name three causes of the growth of cities.

1. The development of the factory system.
2. The increased use of machinery.
3. Railroads.

## 3. Define government.

Government is the authority which imposes rules upon the conduct of men, and punishes those who disobey.

Also see state text.

## 4. Define sovereignty.

Sovereignty is the supreme and unlimited power to form and administer government.

## 5. Define constitution.

Constitution is the supreme law of the land.

## 6. Explain two kinds of constitution.

1. **Written**—A fundamental law expressing the most vital facts about the form and powers of its government.
2. **Unwritten**—Composed chiefly of political documents, customs handed down from the past, etc.

## 7. Name the different forms of national government.

1. **Monarchy**: Government by one person.
2. **Oligarchy**: Government by a few persons.
3. **Aristocracy**: Government by the wealthy.
4. **Democracy**: Government by the people.
5. **Republic**: Government by the people through representatives whom they elect.

## 8. Define confederation.

A government in which the central power is relatively weak.

## 9. Define federation.

A government in which the central power is extensive and strong.



## A MANUAL OF CIVICS

10. Name three departments of government.
  1. Legislative, or law making.
  2. Executive, or law enforcing.
  3. Judicial, or law interpreting.
11. Define citizen.

Any person born or naturalized in the United States is a citizen of the United States.
12. Define alien.

An alien is a foreign born resident of a country who has not given allegiance to its government.
13. Name the five ways by which persons have received American citizenship.
  1. By birth in the United States.
  2. By being born of American parents who were living abroad.
  3. By naturalization.
  4. By marriage.
  5. By annexation.
14. Describe the process of naturalization.
  1. Go before a state or federal court and formally declare his intention of becoming a citizen.
  2. Not less than two years thereafter, and after five years' residence take the oath of allegiance.
15. Name the three general rights of American citizens.
  1. The right to personal security.
  2. The right to personal liberty.
  3. The right to private property.
16. Define habeas corpus.

A written order that a person be brought before a court to inquire into the cause of his imprisonment.
17. Define eminent domain.

The right to take private property for public use.
18. Define civic center.

A group of public buildings such as a court house, city

## A MANUAL OF CIVICS

hall, post office or library etc.

19. Describe zoning a city.

Setting apart certain districts for each industry.

20. Define franchise.

1. The right of voting.
2. Freedom from servitude.
3. Some special privilege granted.

### THE MECHANISM OF OUR GOVERNMENT

1. Why have political parties?

Because one man is not able to affect the opinions of very many other people by an expression of his own views.

2. Define platform.

It is a formal declaration of the principles of a party, and a statement of the issues for which it stands in the campaign.

3. Define caucus.

A meeting composed of the members of a legislative body who are of the same party, and assembled for party purposes.

4. Define convention.

An assembly of the voters of a body either in person or by representatives, called delegates.

5. What does nominate mean?

To name.

6. Explain direct primary in Oregon.

In May the voters go to a primary meeting, which is managed in practically the same way as a regular election and vote directly for the candidate whom they wish to represent *their party* at the next election.

7. Who has the right to vote in Oregon?

Every citizen of the United States, of the age of twenty-one years and upward who shall have resided in the state



## A MANUAL OF CIVICS

during the six months immediately preceding such election.

8. Define campaign.

Political operations preceding an election.

9. Define initiative; referendum; recall; short ballot; preferential ballot.

**Initiative** is a power reserved to the people by which *eight per cent* of the legal voters shall have the right to propose any measure (bill) and *fifteen per cent* the right to propose amendments to the constitution.

**Referendum** is the power reserved to the people of passing on laws passed by the legislature (except as to laws necessary for the immediate preservation of the public peace, health, or safety.) It may be ordered either by *five per cent* of the legal voters, or by the legislature.

The **Recall** is a device to give the people complete control over the officers whom they elect, by choosing others, on demand of *twenty-five per cent* of their electors who voted at the preceding election for justice of the supreme court.

**Short ballot** is the idea that the voters should elect only a few officers and should hold them responsible for appointing the rest.

The **preferential ballot** permits a voter to indicate his second, third, or fourth choice.

10. State the qualifications of senators.

Age, thirty years; citizen, nine years, and a resident of the state which he represents.

11. State the qualifications of representatives.

Age, twenty-five years; citizen seven years, inhabitant of the state he represents.

12. How many senators have we?

Ninety-six; two from each state.

13. How many representatives have we?

Four hundred thirty-five.

## A MANUAL OF CIVICS

14. What number of population is required for each representative?  
212,000.
15. Define *congressman-at-large*.  
One chosen by the voters of the whole state.
16. Define gerrymander.  
To mark off congressional districts in a way that is grossly unfair to the minority party.
17. What is the salary of senators and representatives?  
\$7,500, \$125 for stationery, and 20 cents per mile for traveling expenses to and from Congress.
18. What is the number of the present (1920) Congress?  
The sixty-sixth.
19. How many sessions in a Congress?  
Two. 1. A **long** session begins on the first Monday in December of odd years, and may continue an entire year.  
2. A **short** session begins on the first Monday in December and must close at noon on the 4th of next March.
20. What constitutes a quorum in Congress? A majority?  
More than half.
21. Define **Congressional record**.  
It is a journal of the proceedings of each house.
22. Define filibustering.  
It consists of indefinite talking, and doing many other things merely to take up time.
23. Name the officers of the Senate.  
The Vice President is the presiding officer. Other officers are secretary, doorkeeper, postmaster, chaplain and sergeant-at-arms.
24. Name the officers of the House.  
The presiding officer is the speaker, elected by the House.  
The other officers are the same as in the Senate.
25. Name five powers of Congress.  
1. To borrow money on the credit of United States.

## A MANUAL OF CIVICS

2. To declare war.
3. To provide and maintain a navy.
4. To establish postoffices and post roads.
5. To coin money and regulate the value thereof.
26. Name three **sole** powers of the Senate.
  1. To choose their own officers.
  2. To try all impeachments.
  3. To elect the Vice President. (When?)
27. Name three **sole** powers of the House.
  1. To impeach.
  2. To choose their own officers.
  3. To elect a President. (When?)
  4. To originate bills for raising revenue.
28. Name three **joint** powers of the Senate.
  1. To make treaties.
  2. To appoint ambassadors.
  3. To appoint a day for adjournment.
29. Name three powers denied to United States.
  1. No bill of attainder, or ex-post facto law shall be passed.
  2. No title of nobility shall be granted.
  3. No tax or duty shall be laid on articles exported from any State.
30. Name three powers denied to the States.
  1. No State shall enter into any treaty, alliance, or confederation.
  2. No State shall coin money, or grant any title of nobility.
  3. No State shall pass any bill of attainder.
31. Name the powers reserved to the States.

See article X. of Constitution.
32. Explain in full how a bill becomes a law.

Since the same general course of procedure is followed, whether the bill originates first in the House or in the Senate, it will make but little difference where we begin. If it comes up first in the House it is sent by a member to the clerk; when the Speaker receives it he calls

## A MANUAL OF CIVICS

out the title. It is then recorded, given a serial number, and ordered printed, after which it is referred by the Speaker to the House committee having charge of that particular kind of legislation. But if it is a bill which was not introduced by an individual member, but which was framed and brought forward by a committee, it may be assigned a place on the calendar and voted on without being referred to a committee. Here it may be pigeon-holed, or it may be reported unfavorably. If fortunate enough to secure the favorable report of the committee, it is returned to the clerk, and the Speaker announces the fact.

It is then put on the calendar and may be called up at any time by a member. After it has been read three times, "by title" it comes up for final passage: that is, a vote is taken on the question, "Shall the bill be passed?" If it fails to secure a majority, it is dead. If passed, it is sent by messenger to the Senate, where it is received by the clerk, and announced by the President of the Senate. After record has been made it is referred to the proper legislative committee of the Senate, where it has to face the same kind of dangers once more. From here, the movement is the same as in the House, and if passed by a majority vote, after being signed by the Speaker of the House, and by the President of the Senate, it is sent by messenger to the President. He may either sign it, which makes it a valid law, or he may veto it or hold it ten days, or kill it by "pocket veto," which means a holding of the bill until Congress adjourns, providing it does so within ten days after he has received it.

If vetoed, it is sent by the President together with his objections, to the house in which it originated, which, we will suppose, is the House of Representatives. If it here receives a two-thirds vote it is sent on to the Senate with the President's objections, and if passed by a two-thirds vote it goes back to the House with a notice of the Senate's concurrence. Then the bill is enrolled, engrossed, printed on parchment, and signed by the Speaker and the President of the Senate, when it is ready for record by the Secretary of State and for publication. All bills that are passed must thus pass through the Secretary's hands before becoming operative. These are valid laws, and



## A MANUAL OF CIVICS

they remain in force until repealed, or until declared unconstitutional by the **Supreme Court**.

In case the bill originates in the Senate, then the movement through the two houses is reversed. Complications may arise, as when a bill passed by one house is amended by the other and on being sent back the first house may refuse to concur in the amendments. In such cases a joint committee of the two houses is sometimes appointed for conference on matters of difference, and if they agree they report to both houses. In this way the bill was finally agreed to which brought on the late war with Spain.

33. In how many ways may a bill be killed?

1. It may be pigeon-holed in the committee room.
2. It may be reported unfavorably by the committee.
3. It may fail to pass the House.
4. It may fail to pass the Senate.
5. It may be vetoed in two ways.
6. It may fail to pass over the veto.

34. How may amendments to the Constitution be **proposed**?

1. By a **two-thirds** vote of both Houses of Congress.
2. By a Convention summoned by Congress at the request of the Legislatures of **two-thirds** of the States.

35. How may they be ratified?

1. By **three-fourths** vote of the **States** through their State Legislatures.
2. By **three-fourths** of the **States** through conventions specially called for the purpose.

36. What parts of the Constitution cannot be amended?

1. The clause regarding the importation of slaves.
2. The clause regarding the laying of direct taxes.
3. No State shall be deprived of its two Senators without its own consent.

37. Is the President's signature necessary to an amendment?  
No.

38. How many committees in the House of Representatives?



## A MANUAL OF CIVICS

Sixty or more.

39. How are they chosen?

By the House.

40. Name the important committees.

1. Committee on rules.
2. Committee on ways and means.
3. Committee on appropriations.

41. How many committees in the Senate?

Seventy-five or more.

42. Name the three most important.

Those on **finance**, on **appropriations**, on **foreign affairs**.

43. Name the different modes of voting in Congress.

1. The Senate always votes by yeas and nays.
2. The House votes in several different ways. The most common is **viva voce**. If in doubt the Speaker asks the members to rise. If his decision is questioned he appoints two tellers, or counters, who count the members as they pass between the tellers; this is called a **division**.

44. When does the term of a Representative begin?

On the 4th of March following his election.

45. When does he take his seat?

Not till a year from the December following his election —(unless in case of an extra session.)

46. What is the smallest number that may adjourn from time to time?

In the House fifteen; in the Senate no fixed number.

47. What are Congressional Districts?

The State Legislatures divide their States into districts corresponding to the number of Representatives to which they are entitled. These divisions are called Congressional Districts.

48. Is the Vice President a member of the Senate? No.

## A MANUAL OF CIVICS

49. Is the Speaker a member of the House? Yes.

### EXECUTIVE

50. What are the qualifications for President?

Must be thirty-five years old, a native born citizen, and fourteen years a resident within the United States.

51. Briefly describe the manner of his election.

On the **Tuesday after the first Monday in November** the people of each State elect as many electors as they have Senators and Representatives. On the **second Monday in January** the electors of each State meet at the State Capital and vote for President and Vice President. They make, sign, certify and seal three separate lists of their votes: they send two lists to the President of the United States Senate—one by mail and the other by special messenger—and file the remaining list with the Judge of the United States District Court of the district in which the electors meet. On the **second Wednesday in February** the United States Senate and House of Representatives meet in joint session and count the electoral votes, and the person receiving a **majority** of votes for President is elected.

52. When is he inaugurated? March 4.

53. State his salary and length of term.

Salary \$75,000; term four years.

54. What is his official residence?

In the White House at Washington.

55. What is his term of office called? An administration.

56. What is the order of succession in case of a vacancy?

(1) Vice President; (2) Secretary of State; (3) Secretary of the Treasury; (4) Secretary of War; (5) Attorney General; (6) Postmaster General; (7) Secretary of the Navy; (8) Secretary of the Interior.

57. What is the chief duty of the President?

## A MANUAL OF CIVICS

- To take care that the laws be faithfully executed.
58. Name three other duties.
1. To send a message to Congress.
  2. To receive ambassadors and ministers.
  3. To commission United States officers.
59. Name three **sole** powers of the President.
1. To veto bills.
  2. To grant reprieves and pardons. (When?)
  3. To call Congress in extra session.
60. Name three **joint** powers of the President.
1. To make treaties.
  2. To make certain appointments. (Name them.)
  3. To make laws.
61. Name three ways by which his office may be made vacant.
- By death, resignation, and impeachment.
62. How are presidential electors chosen?
- By direct vote of the people.
63. What was the original intention in regard to these electors?
- That they were to be independent in their choice of President.
64. Is this the case?
- No. They merely register the choice of the people.
65. **Must** they vote for the choice of the people? No.
66. By Section I., Clause 3, the person having the highest number of votes, if a **majority**, should be President; and the person receiving the next highest number should be Vice President. Mention an objection.
- The President and Vice President would probably be of different parties.
67. How was this corrected?
- By the 12th amendment.
68. If the electors fail to elect a President, how is the choice made?
- The House of Representatives choose.

## A MANUAL OF CIVICS

69. How often has this been done?  
Twice: In 1800—Jefferson and Burr. In 1825—John Quincy Adams and Andrew Jackson.
70. How was the Hayes-Tilden election settled?  
It was not taken to the House. It was decided by an **electoral commission** consisting of five Senators, five Representatives, and five Judges of the Supreme Court.
71. Who chooses the Vice President if the electoral college fail of a choice? The Senate.
72. Has this thing ever occurred?  
Yes. In the case of R. M. Johnson, in 1836.
73. What three classes of powers has the President?  
1. **Legislative**—He may call extra sessions of Congress; he may present regular bills in Congress; he may veto bills.  
2. **Executive**—He sees that the laws are enforced.  
3. **Judicial**—He appoints judicial officers.
74. Can the President appoint his cabinet officers without the consent of the Senate? No.
75. Can he remove them without the consent of the Senate?  
Yes.
76. What about the Tenure of Office bill? It has been repealed.
77. What is the President's message?  
It is a written statement presenting an outline history of the Government for the year, with the President's views and recommendations.
78. When, and to whom presented?  
It is sent to Congress at the opening of the annual session.
79. What are the duties of the Vice President?  
To preside over the Senate.
80. What temporary reservation was made relative to birth?  
Any citizen of the United States at the time of the adoption of the **Constitution** was eligible to the office of President.
81. What is meant by impeachment? It means to accuse.



## A MANUAL OF CIVICS

82. Was President Johnson impeached? Yes.  
83. Was he convicted? No.  
84. What is the punishment in case of conviction?  
Disbarment of holding any office of trust under the Government.  
85. Who is now President? Vice President?  
86. When does his time expire?  
87. To what party does he belong?

## PRESIDENT'S CABINET.

1. Was the Cabinet created by the Constitution?  
No; merely a custom of Washington.  
2. How chosen, and what is their salary?  
By the President, with consent of Senate; \$12,000.  
3. **Must** the President take their advice? No.  
4. Who alone has power to remove them?  
The President.  
5. By what other names are they often called?  
Heads of Departments.  
6. What are sub-divisions of departments called? Bureaus.  
7. Does Congress control them in any way? No.  
8. Are they always of the same party as the President?  
Almost invariably.  
9. Give a reason why it should be so.  
Because he and his party are responsible for their acts.  
10. What is the chief duty of the Secretary of State?  
The conduct of foreign affairs. He also keeps the great seal of the United States.  
11. What department had charge of Peary's expedition? War.  
12. What department improves harbors and rivers? War.  
13. What department has charge of the Naval Academy at Annapolis? Navy.  
14. Of the Military Academy at West Point? War.  
15. What department has charge of pensions? Interior. Of



## A MANUAL OF CIVICS

patents? Interior.

16. What department has charge of meat inspection? Agriculture. Of the weather bureau? Agriculture.

17. What department has charge of lighthouses? Commerce. Of immigration? Commerce. The census? Commerce. Of Chinese exclusion? Commerce.

18. I want a passport to travel in foreign lands; to whom shall I apply?

Secretary of State.

19. In what way does the Department of State conduct the foreign affairs?

FIRST: Through the **Diplomatic Service**.

SECOND: Through the **Consular Service**.

Of what does the diplomatic service consist?

1. Ambassadors.
2. Envoys extraordinary.
3. Ministers plenipotentiary.
4. Ministers resident.

20. What are these officers called? Ministers.

21. What is their salary?

The first three receive from seven thousand five hundred dollars to seventeen thousand five hundred each. Ministers resident receive from four thousand dollars to seven thousand dollars each.

22. What ones receive the highest salary?

Those accredited to Great Britain, Germany, France and Russia.

23. What are **commissioners**?

They are ministers sent to foreign countries on special service, as to make treaties, etc.

24. What does the Consular service include?

It includes more than three hundred consuls who reside at principal cities in foreign countries.

25. What are their chief duties?

To enforce the commercial laws and to protect the rights

## A MANUAL OF CIVICS

of American citizens.

27. What is their salary?

It ranges from one thousand dollars to six thousand dollars.

### JUDICIAL DEPARTMENT.

28. Why have it?

To interpret the laws and treaties of the United States.

29. How many grades of courts are there?

1. The Supreme Court.
2. Nine Circuit Courts.
3. Nine Circuit Courts of Appeal.
4. Ninety District Courts.

### OTHER COURTS.

There is also a Court of Claims, Territorial Courts, and a Court of the District of Columbia.

30. What two kinds of jurisdiction has the Supreme Court?

Original and Appellate.

31. Name three classes of cases in which it has Original jurisdiction.

1. All cases affecting Ambassadors and other public ministers.
2. To controversies in which the United States is a party.
3. To controversies between two States.

32. What do you understand by Appellate Jurisdiction?

It applies to cases appealed from the lower courts.

33. For what purpose may a case be appealed to the Supreme Court?

To see if it is according to the Constitution.

34. How are the Judges of the Supreme Court chosen?

By the President and the Senate.

35. What length of term?

During good behavior.

36. What is their salary?

## A MANUAL OF CIVICS

The Chief Justice receives \$14,500. The eight Associate Judges each \$14,000.

37. Why pay them so high a salary?

In order that they may be above the temptation of bribery.

38. What provision is made for their old age?

Each may retire at **seventy** on full pay, provided he has served ten years.

39. How often does the Supreme Court meet?

Once, at Washington, beginning on the second Monday in October.

40. Explain the Circuit Courts.

The United States is divided into nine **judicial circuits**, in each of which court is held annually. To each is allotted one justice of the **Supreme Court**, and each has in addition at least two Circuit Judges receiving a salary of \$7,000 each.

41. In what Judicial Circuit is Oregon?

**Ninth**, which includes Alaska, Arizona, California, Idaho, Montana, Nevada, Washington and Hawaii.

42. Explain the Circuit Court of Appeals.

It is composed of judges of the other courts. All cases of appeals from District and Circuit Courts are taken directly to it, **excepting in five cases**.

43. Explain the District Courts.

The judges each receive \$6,000. They have charge of Admiralty and Maritime cases, and of crimes against the United States and punishable by death. Each district is provided with a United States Marshall.

44. Explain the Court of Claims.

It consists of a Chief Justice whose salary is \$6,500, and four Associate Justices, each with a salary of \$6000. It holds an annual session at Washington, and deals with the claims of private persons against the Federal Govern-

## A MANUAL OF CIVICS

ment.

45. Name two other courts.

1. Supreme Court of District of Columbia.
2. Territorial Courts.

46. How may judges of United States Courts be removed?

Only by impeachment.

47. Mention three important commissions deserving special mention.

1. **Interstate Commerce Commission**, consisting of nine members, salary \$10,000 a year.
2. **Civil Service Commission**, has three members, appointed by the President.
3. **Federal Trade Commission**, has five members with terms of seven years.

48. Mention some special institutions with headquarters in Washington City.

1. Library of Congress, with 2,000,000 volumes.
2. Smithsonian Institute and National Museum.
3. The Government Printing Office, largest in the world.
4. Pan American Union, gives information about the countries of the New World.

49. Define **treason**.

Treason consists in levying war against the United States, or a State, or in adhering to their enemies, giving them aid and comfort.

50. How are persons convicted of treason?

1. On the testimony of two witnesses.
2. Confession in open court.

51. Who fixes the punishment for treason?

Congress.

52. What is the punishment?

**Death by hanging.**

53. How many amendments were proposed to the Constitution at its first Congress?



## A MANUAL OF CIVICS

Twelve; and ten were promptly ratified.

54. By what names are these ten amendments often called?

**Bill of Rights.**

55. Name the last six amendments.

XIIIth, which liberated the slaves.

XIVth, which gave them citizenship.

XVth, which gave them the right to vote.

XVIth, Income tax.

XVIIth, Election of Senators by the people.

XVIIIth, Prohibition.

56. What will probably be the next amendment?

Woman suffrage.

57. What is meant by the **unwritten constitution**?

It is the part that is supposed to be implied in the written.

58. Name an act performed under the unwritten constitution.

Creation of President's Cabinet.

59. Why have territories?

To prepare for statehood.

60. Name six States besides the original thirteen that never were territories.

Vermont, Kentucky, Maine, Texas, California, and West Virginia.

61. Name two States that were carved out of other States.

Maine and West Virginia.

62. Name some present day territories.

Hawaii and Alaska.

63. Name some of our Colonial Possessions.

Porto Rico, Philippines, Guam, and the Virgin Islands.

64. How is the District of Columbia governed?

By Congress and the President, who appoints its three commissioners.

65. Mention some States to which we hold the relation of **protectorate**.

Cuba, Santo Domingo, Hayti, Panama and Nicaragua.



## A MANUAL OF CIVICS

## STATE GOVERNMENTS.

1. What two of the thirteen colonies retained their charters for State constitutions?  
Connecticut and Rhode Island.
2. Name the general divisions of State constitutions.
  1. A bill of rights.
  2. An explanation of the frame of government.
  3. Provisions relating to the administration of the State government.
  4. A statement of the conditions under which the constitution will go into effect.
3. Name the departments of (Oregon) State government.
  1. Legislative—State Legislature.
  2. Executive—Governor.
  3. Judicial—State Courts.
4. Of what is the Legislative Department composed?  
A Senate and a House of Representatives.
5. How many members in each?  
The Senate is composed of thirty members, and the House of Representatives of sixty.
6. What are the qualifications of each?  
Senators and Representatives must be twenty-one years of age, must be citizens of the United States, and must have resided in the district from which they are chosen for at least one year next preceding their election.
7. What is the term of office of each?  
The Senators are elected for four years, and the Representatives for two years. The Senators are divided into two equal classes, so that one-half are chosen biennially.
8. When does the Legislature meet?  
On the second Monday in January of every odd year.
9. What is the length of the session?

## A MANUAL OF CIVICS

Regular session usually forty days; extra session not to exceed twenty.

10. What is the salary of each?

Three dollars per day, and fifteen cents mileage in going and coming. The presiding officers receive five dollars per day.

11. What number constitutes a quorum?

Two-thirds of each house.

12. What bills must originate in the House of Representatives?

Bills for raising revenue.

13. How long before a law goes into effect?

Ninety days after adjournment, unless its preamble contains an emergency clause, when it becomes immediately operative.

14. Can the number of Senators or Representatives be increased?  
No.

15. How are vacancies in the Senate and House filled?

The Governor issues writs of election.

16. In whom is the chief executive power of the State vested?

The Governor, who holds his office for a term of four years.

17. What are the qualifications for Governor?

He must be at least thirty years old, a citizen of the United States, and have resided within the State at least three years next preceding his election.

18. For how many years may he hold office?

Not more than eight in any period of twelve years.

19. Who elects the Governor?

The qualified voters.

20. Is he elected by a majority or a plurality? Plurality.

21. What is done in case of a tie?

The Legislature decides.

22. When does the Governor take his seat?

On the second Monday in January.

23. What is his salary? \$5,000.

## A MANUAL OF CIVICS

24. Name three of his duties.
1. To see that the laws are faithfully executed.
  2. To keep the Legislature informed of the condition of the State, and
  3. To make recommendations.
25. Name three of his powers.
1. To reprieve, commute, and pardon.
  2. To veto bills.
  3. To call extra sessions of the Legislature.
26. What other positions does he fill?
1. He is commander in Chief of the militia.
  2. He is Chairman of the State Board of Education, and of the State Board of Land Commissioners.
27. Who succeeds the Governor in case of removal from office?
- Secretary of State and President of the Senate.
28. Name the Administrative officers.
1. Secretary of State.
  2. Treasurer of State.
  3. Superintendent of Public Instruction.
  4. Attorney General.
  5. State Printer.
29. Name three duties of the Secretary of State.
1. To act as Secretary of the Legislature.
  2. To audit public accounts.
  3. To keep the seal of the State.
30. What is the length of term of the Administrative officers?
- Four years.
31. In what is the judicial power of the State vested?
- In a Supreme Court, Circuit Courts, and County Courts.
32. Of what does the Supreme Court consist?
- It consists of seven Justices, and holds two terms at Salem and one at Pendleton each year.
33. What jurisdiction has it?
- Only to revise the final decisions of the Circuit Court.

## A MANUAL OF CIVICS

34. What are the qualifications?

He must be a citizen of the United States, must have resided in the State three years next preceding his election, and after election reside in his district.

35. What length of term, salary, and how chosen?

Six years, salary \$5,250, chosen by electors of the State.

36. Vacancies: how filled?

By elections unless the term would expire at the next election, in which case the Governor appoints.

37. Can appeals be taken from the Supreme Court of the State to the Supreme Court of the United States?

Only in matters involving the Constitution or laws of the State.

38. How many Circuit Courts are there?

Twenty, each of which comprises one or more counties.

39. What is the term of office, and salary of the Circuit Judges?

Six years. Salary \$4,000, except for Multnomah county, which are \$5,000.

40. When did Oregon become a Territory? In 1848.

41. When did it become a State? In 1859.

42. Give the preamble to the Constitution of Oregon.

We, the people of the State of Oregon, to the end that justice be established, order maintained, and liberty perpetuated, do ordain this Constitution.

43. Define plaintiff; defendant.

Plaintiff, the one who brings the charges. Defendant, the one who is sued.

44. Define writ of mandamus.

An order to a public officer, person, or corporation to attend to some neglected duty.

45. Define injunction.

An order to a person, or body of persons, not to perform some improper act.

46. Define statute of limitations.



## A MANUAL OF CIVICS

A law requiring prosecutions to be brought within a certain time after the act has been committed.

47. Give three reasons for creating counties and townships.
  1. To make it easier to manage the business of the State.
  2. To hold Courts and punish law breakers.
  3. To give better attention to the local needs of the people.
48. Name the departments of County government.
  1. Legislative—County Commissioners.
  2. Executive—Sheriff, Clerk, Treasurer.
  3. Judicial—County Judge.
49. Learn the **names** of the County officers.

See Blue Book.
50. Name three duties of the County Judge.
  1. To take charge of the insane.
  2. To probate wills.
  3. To preside at the County Court.
51. Who compose the **County Court**?
  1. The County Judge and County Commissioners.
52. Name three powers of the County Court.
  1. To divide the county into election precincts, and justice of the peace, and constable districts.
  2. To provide for the maintenance of paupers.
  3. To determine the rate of taxation.
53. What civil cases may come before the County Judge?

Those involving not more than \$500.
54. Name the duties of the Sheriff.
  1. To arrest law breakers.
  2. To quell riots.
  3. To collect taxes.
55. Name three duties of the County Clerk.
  1. To act as Secretary at the County Court.
  2. To issue marriage licences.
  3. To administer oaths to witnesses and jurors.



## A MANUAL OF CIVICS

56. Name three duties of the County Superintendent of Schools.
1. To apportion school funds.
  2. To visit schools.
  3. To hold teachers' institutes.
57. What is the length of term of county officers?
- Judge, six years. County Superintendent, Assessor, and Commissioners, four years. Others two.
58. When are they elected?
- At the regular fall election.
59. When do they take their seat?
- On the first Monday in January.
60. Discuss three systems of local government in use today.
1. The Town (township) system originated in New England where the town was the center of every interest. When the New England people went west they took this system with them into Michigan, Wisconsin, etc.
  2. The **County** system prevailed in the South and was carried by southern people into **Oregon** where it prevails.
  3. The **mixed** or **County township** prevailed in Pennsylvania and was patterned in Indiana and Kansas.
61. Define Congressional Township. Where found?
- In the **middle west**, when the public lands were surveyed they were divided into townships six miles square, each containing 36 sections. This was done for convenience in mapping and selling, but they were soon adopted for local government and called Congressional Townships.
62. What is a city charter?
- A constitution granted to the city by the legislature of the State.
63. Name the departments of a city government.
- Usually a Mayor, a Board of Aldermen, and Common Council.
64. What are the laws of a city called? Ordinances.
65. Name some of the administrative departments of cities.

## A MANUAL OF CIVICS

1. Department of Public Works, looks after highways, sewers, water supply, etc.
  2. Department of Public Safety, controls policemen, firemen, building inspectors, etc.
  3. Department of Health, charities, etc.
66. Name some other city officers.  
Treasurer, Attorney, Marshall, Recorder (police judge).
67. What is one conspicuous failure of the United States?  
The government of cities.
68. Describe two special plans of city government.
1. The Commission form—A small body elected by the voters as a commission to exercise both the legislative and administrative functions. Each member is the head of a department.
  2. The city manager plan—One man is chosen by the council or commission to assume entire charge of administrative affairs.

### FINANCIAL PROBLEMS.

1. Define barter.  
Exchange of goods.
2. Define money.  
Any medium of exchange.
3. Name some things that have been used for money.  
Gold, silver, copper, paper, tobacco, wheat, oats, barley, peas, bacon, pork, beef, fish, flax, wood, sugar, brandy, musket-balls and gopher tails.
4. Name some characteristics of money.  
It should have value in itself, and should be portable, durable, recognizable and divisible.
5. What is the standard for our currency?  
The gold dollar.
6. What two pieces of money are no longer coined?  
Gold dollar and silver dollar.

## A MANUAL OF CIVICS

7. At how many mints are coins now made?  
At Philadelphia, New Orleans, Denver, and San Francisco.
8. Name the different kinds of paper money now in use.  
Gold certificates, Silver certificates, United States notes, National Bank notes, Federal Reserve notes.
9. Define **legal tender**.  
Any money that must be accepted when offered in payment of debt.
10. Define credit.  
The giving or receiving of a promise to pay in place of actual money payment.
11. What part of the business transactions of today is conducted on a credit system?  
About ninety-five per cent.
12. Define credit instruments.  
The forms of legal papers which are used in giving or accepting credit.
13. Name five credit instruments.  
Book credit, promissory note, check, draft, bill of exchange.
14. Name some of the services of banks.  
They receive deposits, lend money, maintain savings departments, discount notes.
15. Name two services of clearing houses.
  1. Checks and drafts received by one bank upon another are turned over to the proper institution.
  2. Each bank is kept in touch with the general course of financial matters in the community.
16. Describe the present national banking system.  
In 1913 the Glass-Owen act was passed by Congress, by which the country is divided into twelve reserve districts in each of which is established a **federal reserve bank**.  
Every national bank in the country is required to join the

## A MANUAL OF CIVICS

federal reserve system, and banks chartered under State laws are permitted to join.

The reserve bank discounts notes and the like for banks that belong in the district, and on the basis of these notes the reserve bank provides them with federal reserve notes to be used as currency.

The Federal Reserve Board supervises the whole system.

### IMPORTANT COMMERCIAL TERMS.

1. How do we commonly classify property?  
Into real and personal.
2. Define real property.  
Everything that is fixed and permanent in its character, as land, etc.
3. Define personal property.  
All that is movable.
4. Define stocks.  
Certificates of shares issued by corporations to those who invest money in their business.
5. Define bonds.  
Promises to pay, much like a promissory note, issued by a company or government.
6. Into what two classes are stocks often divided?
  1. **Preferred stock**, which carries a fixed rate of interest which must be paid out of the profits of the business before any other payments are made.
  2. **Common stock**, which receives whatever is left after the preferred stock is attended to.
7. Name three methods of transferring property.  
By will, by gift, by sale.
8. Define warranty deed, quit claim deed.  
A warranty deed gives a complete title to the property.



## A MANUAL OF CIVICS

A quit claim deed gives only what title the seller actually possesses.

9. Name four contracts.  
Deeds, mortgages, postal money orders.
10. Define bankrupt.  
A person who has been legally declared unable to pay his debts.

### TAXES

1. Define tax.  
Private property taken by the government for public use.
2. What should be the principle on which taxes are levied?  
A person's ability to pay.
3. Into what two great groups are taxes commonly divided?  
Into direct and indirect.
4. Define direct taxes.  
Those whose burden is intended to be borne by the person from whom they are collected. Taxes on buildings, land, etc.
5. Define indirect tax.  
Those whose burden is likely to be borne by other persons than those who pay them. A tax on imported goods, and most taxes levied by the national government.
6. Define proportional tax.  
That collected on a fixed percentage basis.
7. Define progressive or graduated tax.  
That in which the percentage rate increases in accordance with the value of the property.
8. Define **excises**, or internal revenue.  
Taxes on goods sold or produced within a country.
9. Define customs, duties, or imposts.  
Taxes on goods brought into the country.
10. Define specific duties.  
Those which lay a definite amount per yard, per dozen,

## A MANUAL OF CIVICS

per pound, etc.

11. Define ad valorem duties.

Those which collect a percentage of the value of the goods.

12. Name three great services which governments perform that justify the collection of taxes.

1. Protective—defense against foreign invasion, and suppression of disorder.
2. Industrial—construction of roads, canals, and bridges.
3. Social—relating to the care of the poor, sick, and insane.

13. Name three sources of income which the government may draw upon.

1. Sale of land and gifts of citizens.
2. Taxes, fines, and fees from licences.
3. Loans.

14. Define budget.

A carefully calculated summary of the probable expenses for the year with estimates of means to provide revenues to meet these expenses.

15. Define single tax.

A tax on land only; first proposed by Henry George.

16. Distinguish between protective tariff and revenue tariff.

**Protective tariff** is for the purpose of keeping out certain articles and encouraging their manufacture in our own country.

**Revenue tariff** is merely enough to pay the expenses incurred in carrying on the government.

## LABOR AND INDUSTRY.

1. Name and define the three factors in production.

1. Natural resources, land, water, etc.
2. Labor—any activity of men, physical or mental, which helps in the production of goods.

## A MANUAL OF CIVICS

3. Capital—any product of labor that is used for producing more goods.
2. State the principle underlying the Workman's Compensation Act.  
It is fairer to put part of the burden upon the whole community rather than to make the individual worker bear it all.
3. Name some dangerous trades.  
Painting and match making.
4. Define **collective bargaining**.  
A trade agreement between the employer and the officers of a union.
5. Define **closed shop**.  
An understanding by which only members of the union will be employed.
6. Define **boycott**.  
An organized effort to injure the business of any concern.
7. Define **unfair list**.  
Names of firms which have refused to comply with demands made on them by labor unions.
8. Define **union label**.  
A label to be attached to all goods from shops conducted in accordance with the wishes of the union.
9. Name some countries that have adopted compulsory arbitration.  
New Zealand, Australia, and Norway.
10. What things constitute capital?  
Only the material things produced by industry which are embraced under the general term wealth.
11. Define capital goods.  
The actual things used in production: cars, looms, furnaces, etc.
12. Define corporation.  
A group of individuals authorized by law to act in certain

## A MANUAL OF CIVICS

specified matters as one individual.

13. Define trust.

A union of several corporations engaged in similar business.

14. Define monopoly.

An exclusive privilege to deal in or control the sale of certain things.

15. Name five kinds of monopolies.

1. Government monopoly—post office.
2. Private monopoly—patents.
3. Monopoly of situation or location.
4. Monopoly of organization—trusts.
5. Personal monopoly—the village doctor.

16. Define pooling:

A scheme by which several railroads running between the same cities combine their earnings.

17. Define rebating.

Giving back to some favored shipper a part of the money he has paid for freight.

## SOCIAL PROBLEMS

1. Into what groups may crimes be classified?

1. Crime against the State and public order—treason, riot, and counterfitting.
2. Crimes against public health and decency—bigamy, blasphemy.
3. Crimes against the person—murder.
4. Crimes against property—burglary, arson, and embezzlement.

2. Name the principal causes of crime.

Heredity, ignorance, social conditions.

3. Classify the causes of poverty.

1. Physical—earthquakes, floods, and grass hoppers.
2. Individual—sickness, ignorance, laziness.



## A MANUAL OF CIVICS

3. Social, low wages, war, panic.
4. Name four methods of controlling the liquor business.  
The dispensary, the license system, local option, prohibition.
5. What motives bring European immigrants to America?  
Poor opportunities for earning a living, tyranny of rulers, and religious persecution.
6. To what does the term "Yellow Peril" apply?  
The immigration of Chinese and Japanese.
7. How many Indians in our country?  
About 330,000. As many as at the time of Columbus.
8. Name five reasons why so many are forsaking the farm and going to the city.  
Deadly monotony of life, lack of new methods of farming, few amusements, bad roads, poor schools.
9. Describe the **Farm Loan System**.  
The United States is divided into twelve districts with a federal land bank in each district.  
In any neighborhood ten or more farmers may combine to form a national farm loan association, which may apply to the federal land bank in their district for a loan. The whole system is under the general direction of a Federal Farm Loan Board of five persons.
10. What was the first real railroad in America?  
The Baltimore and Ohio, begun in 1828.
11. When was the first railroad completed clear across the continent?  
At Ogden, Utah, in 1869, was driven the last spike, completing the Union Pacific and Central Pacific lines from Omaha to San Francisco.
12. State some of the benefits of the three factors—**trade, travel, and news**.
  1. They enable us to be intelligent and to have a better understanding of the things that take place all over

## A MANUAL OF CIVICS

the world.

2. They enable the business man to execute great enterprises.
3. They bind a community, a nation, and the world together and produce a common interest in the things that concern all alike.

13. What is perhaps the greatest single force in our whole history?

That unresisting movement of our people westward.

14. What class of workers will always be in greatest demand in this country? Farmers.

15. Name some new industries that are steadily being introduced in school courses.

Bookkeeping, stenography, printing, woodworking and metalworking, cooking, sewing, and home management.

16. What does Professor Clark give as the two causes of the high cost of living?

The exhausting of natural resources and the increase in the supply of gold.

17. Which is in a better position to receive an increase in wages, the day laborer or the person who works on a salary?

The former.

18. What is the standard of living which every family ought to maintain?

Food, and neatly kept clothing in sufficient amount, provisions for a real home life, savings for doctor's bills, protection against the "rainy day," and some little amount for recreation and culture.

19. What was Thomas Jefferson's phrasing of government?

"That government is best which governs least."

20. What is the present idea of governments?

To see to it that every one shall have an equal chance.

21. Give some of the arguments in favor of government ownership of railroads, telegraphs, etc.

1. It will give the public better service at lower rates.

## A MANUAL OF CIVICS

2. It will tend to check the tendency to concentrate wealth in the hands of the few.
  3. It will stop the corruption of public officials by private money.
22. State some arguments against it.
1. It would add an enormous burden of debt.
  2. It would bring hundreds of thousands more jobs into politics.
  3. The pressure would be such that no Civil Service system could be upheld.
23. What is Socialism?
- Socialism today must be studied from magazines and newspapers rather than from any text book, but read many times what your author says about it. The world today seems to be rapidly dividing into two great classes—**Radicals** and **Conservatives**. See Webster's definition and then ask yourself to which class you belong.
24. What is the most important feature distinguishing the Oregon Constitution?
1. Direct legislation, or the Initiative.
  2. The Referendum—the power to approve or reject by vote laws passed by the Legislature.
25. When was the Direct Primary Law passed? In 1904.
26. Name important facts in connection with the Primary Law.
1. All political parties polling at least twenty-five per cent of the entire State vote at the last election are required to nominate their candidates by the direct primary method.
  2. The petition must be signed by two per cent of the party in the city, county, or state, as the case may be.
  3. The time for holding the primary election is the third Friday in May of even numbered years.
  4. Each party has its own ballot, differing in color from the others.

## A MANUAL OF CIVICS

27. Name important facts in connection with the Corrupt Practice Act.
1. The expenditures of the candidate shall be limited to fifteen per cent of the salary of the office sought.
  2. Each candidate must make a sworn statement of his expenses within fifteen days after the election.
  3. It is unlawful on election day for any person to attempt to influence the vote of another; to hire vehicles to haul voters to and from the polls; to wear any political badge or insignia at the polls; or to make any wager at the election.
28. Who may vote in Oregon?
- Any person twenty-one years of age or over, who has resided in the State six months immediately preceding the election. If an alien, he must have resided in the United States a year, and must have declared his intention to become a citizen one year preceding the election. An alien woman marrying a citizen may vote.
29. Discuss voting places.
- In July preceding the general election the county court divides the county into election precincts, each containing not more than three hundred voters. For county officers a person must vote in his own precinct; for State officers he may vote in any county in the State; for members of Congress he may vote in any county in his Congressional District.





## EIGHTH GRADE DIPLOMAS.

Civil Government



August 1916

1. What is the true nature of government?
2. What is the difference between a pure democracy and a representative democracy?
3. Which is more important, the nomination or the election of an official? Why?
4. Name five duties of citizens.
5. Explain the terms, "plaintiff" and "defendant." What is a "quarantine station?"
6. What is the method of conducting our common schools?
7. What are the advantages of good roads?
8. Which is more important for us, a large army or a large navy?
9. Explain the difference between direct taxes and indirect taxes?
10. What are the powers and duties of the President?
11. Explain the initiative and referendum.
12. What do you understand is meant by patriotism?

Answers



August 1916

1. The keeping of peace and order.
2. In a true democracy all the people help make the laws while in a representative democracy they elect representatives to make the laws.
3. The election, because he has no power until he is elected.
4. Vote, hold office, serve on juries, help to defend the country, pay taxes and obey the laws.
5. Plaintiff is one who brings suit in a law case. Defendant is the one against whom suit is brought.  
A place in which immigrants into the United States are examined to see that they have no contagious diseases.
6. By State Board of Education, Superintendent of Public Instruction, County School Superintendents, and district school directors.
7. They enable the farmer to bring his produce to town much cheaper.
8. A large navy, because we have so much seacoast.
9. Direct taxes are paid directly by the person taxed while indirect taxes may be paid by several people, as tariff on goods

## EIGHTH GRADE DIPLOMAS.

shipped into the United States.

10. See Article II, Sections II and III U. S. Constitution.
11. They are devices for obtaining direct legislation by the people in which 8 per cent of the voters have the right to initiate a measure and 5 per cent to demand the referendum of any measure. Either of these when passed by the people immediately becomes a law.
12. Love of one's country.

### Civil Government



January 1917

1. *a* Who is President of the Oregon Senate? Who is Speaker of the Oregon House of Representatives?
2. Name Oregon's two Representatives in Congress.
3. Name two amendments to the Oregon Constitution adopted in November, 1912.
4. From what funds is the school of your district supported?
5. Name three powers which under the Constitution are denied to the United States.
6. Explain the manner in which the Constitution of the United States may be amended.
7. Define treason, ex post facto and habeas corpus.
8. Name three American ideals.
9. Name three departments of our government.
10. Give qualifications for a United States Senator.
11. Name four powers of the Federal Government denied to the states.
12. What is the citizen's part in government?

### Answers



January 1917

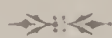
1. *a* Gus Moser. *b* Mr. Stanfield.
2. Hawley, Sinnott, and McArthur.
3. The prohibition Amendment, and the State-wide Tax and Indebtness Limitation Amendment.
4. County tax, special district tax, escheats, and the irreducible school fund.
5. It shall not grant titles of nobility, pass ex post facto laws or tax goods exported from any state.

## EIGHTH GRADE DIPLOMAS.



6. See page 9 question 34, this manual.
7. Treason consists in levying war against the state, aiding or abetting her enemies.
8. Liberty, equality of opportunity, patriotism.
9. Legislative, Executive, Judicial.
10. Must be thirty years of age and must have been a citizen for nine years.
11. See this manual page 7.
12. To vote, hold office, and aid the government in every way possible.

### Civil Government



May 1917

1. State four important duties of a citizen.
2. What is the difference between a pure democracy and a representative democracy?
3. What is the direct primary?
4. State two of the advantages of a secret ballot.
5. What is the difference between a civil and a criminal court?
6. How many members in each house of the Oregon Legislature?
7. Describe briefly how a law is made.
8. Name five county officers, and state one important duty of each.
9. What is a forest reserve, and what restrictions are made by the United States Government upon land included in a forest reserve?
10. Name three powers of the President of the United States.
11. Write a short paragraph giving a summary of President Wilson's message to Congress on April 9, 1917.
12. Congress: Who presides over each house? In which house must all bills for raising revenue be first introduced? Give reason for this provision.

## EIGHTH GRADE DIPLOMAS.



Answers



May 1917

1. Office holding, voting, jury service, payment of taxes.
2. In a pure democracy all the people assemble at elections.  
In a representative democracy laws are made by representatives chosen by the people.
3. An election at which the citizens themselves vote for whom they wish to be candidates of a party for office.
4. It breaks down the influence of the rich and powerful. It does away with bribery and intimidation.
5. Conviction in a criminal case subjects the prisoner to punishment in prison or fine. A civil case merely settles disputes or quarrels.
6. Senate { Thirty.      House { Sixty.  
              { 30.                    { 60.
7. See page 7 of this manual.
8. Sheriff—sees that the laws are enforced.  
Clerk—issues marriage licenses.  
Treasurer—receives and pays out county money.  
Assessor—makes a list of all taxable property in the county.  
Judge—has charge of probate matters.
9. A tract of forest land set apart by the government to be reserved for future generations.  
Timber may not be cut.  
Careless laying of fires is punished.  
Cattle may be grazed on certain conditions.
10. To veto bills, to commute and pardon, to dismiss his cabinet members.
12. Vice President over the Senate. Speaker over the House.

Civil Government



December 1917

1. What do you understand by a direct primary election?  
Give some of its advantages.
2. What is the civil service, and what are its advantages?



## EIGHTH GRADE DIPLOMAS.



3. Who has the pardoning power in the state government?  
In the federal government?
4. Name five of your county officers, and name one important duty of each.
5. Give two ways in which a law may be enacted in Oregon.
6. When is the next primary election to be held in Oregon?  
The next general election?
7. Who are each of the following: Mr. Hoover, Colonel House, General Pershing, Mr. Chamberlin, Miss Rankin?
8. What do you understand by smuggling, habeas corpus, bail, quarantine, treaty?
9. Name three kinds of taxes and tell how they are imposed.
10. When will the Oregon legislature meet again in regular session?
11. Explain what is being done toward the improvement of roads in Oregon.
12. Name three important measures that have been before Congress during the present session.

### Answers



December 1917

1. A direct primary is a meeting of the citizens of a small election district or precinct at which they vote for candidates of their choice.  
It enables the people to nominate clean candidates. It does away with the old method of "wire pulling" by politicians.
2. The United States Civil Service includes all government employees except those belonging to the army and navy, and those whose services are directly required by the legislative and judicial departments. It includes more than 400,000 persons. It does away with the "spoils" system, more capable men are employed, tenure of office is during good behavior.
3. State, Governor. Federal, President.
4. See Oregon Blue Book.

## EIGHTH GRADE DIPLOMAS.



5. By the State Legislature. By the initiative.
6. (a) On the third Friday in May of even numbered years.  
(b) On the Tuesday after the first Monday in December.
7. Mr. Hoover is at the head of the Food Commission.  
Colonel House is the President's private adviser.  
General Pershing commands the American army in Europe.  
Mr. Chamberlin is one of our United States Senators.  
Miss Rankin is (was) United States Representative from Montana.
8. Smuggling consists in importing foreign goods without paying the duty. Habeas corpus is a written order that a person be brought before a court to inquire into the cause of his imprisonment. Bail is "security" for the appearance of the accused at his trial. A treaty is an agreement between two or more nations.
9. Direct tax, paid directly by the person.  
Indirect tax, paid by persons buying imported goods.  
Inheritance tax, levied on inherited property.
10. On the second Monday in January of odd-numbered years.
11. The State Government and the Federal Government have united in a plan of investing many millions in hard surface roads,
12. War Legislation. Shipbuilding. Liberty Bonds.

### Civil Government



September 1918

1. What is a franchise and how is it obtained?
2. Describe the war work of the Red Cross and the Y. M. C. A.
3. What do you understand by the conservation of our natural resources?
4. Describe some of the plans that are being made to assist our soldiers who return from Europe.
5. Are the territories represented in congress?
6. Name the principal ways in which the present war is being financed.

## EIGHTH GRADE DIPLOMAS.



7. Name three departments of our state government.
8. What do you understand by the direct primary law?
9. What is the date of the next general election in Oregon?
10. Name the officers of the state board of education.
11. What is the difference between a pure democracy and a representative democracy?
12. What do you understand by extradition, ambassador, treaty, jury, veto?

### Answers



September 1918

1. The contract of a city or town with a corporation by which the latter is given the right to use the public streets for railway tracks, electric light and telephone poles, and similar purposes. It is obtained from the city council.
2. They established homes at all camps both at home and abroad and did much to relieve the suffering both of friend and foe.
3. The term has reference to the efforts of the government to preserve the timber, coal and water power of our country from the greed of profiteers.
4. Perhaps the most important is the educational plan which allows each twenty-five dollars for a four year course in school.
5. Yes, by delegates who may speak in the House, but they have no vote.
6. By selling bonds and by taxation.
7. Legislative, executive and judicial.
8. See answer to question one, December 1917.
9. The Tuesday after the first Monday of even years.
10. Governor, Secretary of State, Superintendent of Public Instruction.
11. In a pure democracy all the voters assemble at the legislature. In a representative democracy they choose persons to make the laws.
12. Extradition means the handing over of an arrested person by

## EIGHTH GRADE DIPLOMAS.



one state to the authorities of another.

**Ambassadors** are persons who represent the political interests of a nation in a foreign country.

**Treaty**; an agreement between two or more nations

**Jury** consists of a number of persons who decide on the guilt or innocence of an accused person.

**Veto**; "I forbid." Refusing to sign a law.

### Civil Government



January 1919

1. (a) When and where will the next regular meeting of the Oregon legislature be held? (b) How many members are there in the Senate? In the House?
2. Name three members of the Oregon legislature from your district, and state to which branch they were elected.
3. Define the following, as used in the legislature: Bill, veto, committee, speaker, calendar.
4. In our recent national elections, what party secured a majority in the Senate? In the House?
5. What is meant by each of the following: Extradition, arson, bail, naturalization, censorship?
6. Explain the difference between the city council and the city commission form of government.
7. Name five of the principal duties of the President of the United States.
8. When will the next congress of the United States meet in regular session?
9. Name at least three matters of national importance that have recently occupied the attention of Congress.
10. (a) How many men did we send to France in the recent war? (b) Name a battle in which the American boys took part.
11. Give an example of a direct tax; of an indirect tax.
12. Make a written statement of not less than fifty words, telling why you think we should or should not have military train-



## EIGHTH GRADE DIPLOMAS.



ing in our schools.

### Answers



January '19

1. At Salem, on the second Monday in January of odd years.  
The Senate consists of 30 members, the House of 60.
2. See the Oregon Blue Book.
3. A bill is a proposed law.  
Veto is the refusal of a presiding officer to sign a law.  
The Speaker is the presiding officer in the House of Representatives.  
Calendar is a list of bills to be considered.
4. Republicans in both.
5. Extradition see September 1918. Arson, malicious burning of a building or ship. Bail, see December 1917. Natralization, the process by which a foreigner becomes a citizen.  
Censorship, refusal of permission to write or print matter considered dangerous.
6. In the former the ordinances of the city are made by the council. In the latter the powers of the city government are exercised by a small commission chosen by the voters of the city.
7. See this manual pages 11 and 12.
8. First Monday in December.
9. Recnstruction. Peace treaty. Strikes.
10. More than two million. Chateau Thiery.
11. Tax on land or personal property.  
The tax paid when we buy foreign goods.

### Civil Government



February '19

### OREGON LEGISLATURE

1. Give the names of the men now representing your county in the legislature.

## EIGHTH GRADE DIPLOMAS.



2. (a) How many members in the Senate and how many in the House of Representatives? (b) Give the name of the presiding officer in the Senate. In the House of Representatives.
3. A bill is introduced into the House. What might be the successive steps in its passage before it becomes a law?
4. How may a measure become a law in Oregon without its ever being introduced into the legislature?

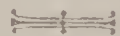
### U. S. CONGRESS.

5. Name four powers delegated to congress and denied to the states.
6. Name the senators from Oregon and the representative in the House from your district.
7. Who must finally ratify any treaty made by the United States with Germany?
8. How long is congress in session? What is the number of the present congress?

### GENERAL.

9. What propose 1 amendment to the constitution of the United States is now up to the legislatures of the several states for their ratification or rejection?
10. Briefly outline the plan of the selective draft.
11. Define autocracy, democracy, bolshevism.
12. Tell why it is so necessary that the citizens of a democracy be educated.

### Answers



February 1919

1. See Oregon Blue Book.
2. Senate 30. (a) House 60. (b) Senate W. T. Vinton. House Seymour Jones.

## EIGHTH GRADE DIPLOMAS.



3. Practically the same manner as a bill in U. S. Congress.
4. Through the Initiative.
5. To declare war; to coin money; to regulate commerce; to maintain a navy.
6. Senators, George Chamberlin and Charles McNary.  
Representatives, Willis Hawley 1st ; N. J. Sinnott 2d.; C. N. McArthur 3d.
7. The Senate.
8. This (short) session expires on March 4. Sixty-sixth.
9. Equal suffrage for women.
10. An impartial method of securing soldiers by drawing lots.
11. Autocracy -- power in hands of one.  
Democracy—power in hands of people  
Bolshevism—power in the hands of the Soviets—groups somewhat similar to our county commissioners.
12. All power is in the hands of the government, and ignorant people are not capable of self government.

### Civil Government



May 1913

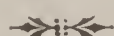
1. What is a forest reserve? Why necessary, and how used? Name and locate one in Oregon.
2. How are treaties arranged? How ratified?
3. What is meant by a league of nations? Who is the chief advocate of the league?
4. Define commerce; imports; exports; passport; consul.
5. State briefly the difference between a democracy and an autocracy. What is necessary to the success of a democracy.
6. Name the three departments of our government. Give the purpose of each.
7. Give three powers of the President. Give two powers of Congress that the President does not have.
8. Give the necessary steps for a bill to become a law.
9. The governor of Oregon died a short time ago. How was the vacancy filled? Who is now governor?

## EIGHTH GRADE DIPLOMAS.



10. Name the United States Senators from Oregon, and the representative in the House for your district.
11. The county court is composed of what officers? What business comes before the county court?
12. Who presides over the circuit court? What cases are tried in the circuit court?

### Answers



May 1919

1. A body of timber withdrawn from settlement. To conserve water supply and timber for future generations. The mature timber is sold and the land is leased for pasture. Cascade, central section of Cascade Mountains.

2. Arranged by the President, through the Secretary of State. Ratified by the Senate.

3. A union of all the nations of the world for mutual protection and advancement. Its chief advocate is Woodrow Wilson.

4. Commerce is exchange of goods. Imports are goods brought into the country. Exports are goods sent out of the country. A passport is a written permission given by the government, to a person to travel in a foreign country. A consul is a person who looks after our interests in some particular locality of a foreign country.

5. See answer to question 11, February 1919. Education.

6. Legislative—law making. Executive—law enforcing. Judicial—law interpreting.

7. Commander of Army and Navy. Pardoning of federal offenders. Discharging cabinet officers.

Declaring war. Coining money.

8. See page 7, of this manual.

9. By the Secretary of State. Ben W. Olcott.

10. See answer to question 6, February 1919.

11. Of a County Judge and two commissioners.

Equalizing the tax assessments; supervising roads and bridges; apportioning the state tax.

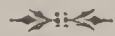


## EIGHTH GRADE DIPLOMAS.



12. Circuit Judge. Cases which arise under the federal constitution—selling liquor to Indians etc.

### Civil Government



June 1919

1. What is a mint? What is counterfeiting?
2. Describe two ways of sending money by mail.
3. Describe two forms of taxation. Define smuggling.
4. What is the county seat of your county? What county offices are located there?
5. What is a commission? Name two in Oregon and define their duties.
6. Define: Veto, lobby, electoral college, charter, impeachment.
7. Describe the United States Supreme Court. What cases may be taken to this court?
8. Name five powers of Congress.
9. How may the constitution of the United States be amended?
10. What are the duties of the Sheriff? Of the County Clerk?
11. Name two measures that were voted on at the special election on June third. Give arguments favoring one of these.
12. Who were entitled to vote at the special election? Why are voters required to register?

### Answers



June 1919

1. A mint is a factory for coining and stamping money. Counterfeiting is coining or stamping money without license.
2. By postal money order. By registered letter
3. Direct taxation in which the assessor estimates the value of the taxable property and levies a fixed per cent on each owner. Indirect tax paid on goods brought into this country. Smuggling consists in bringing goods to the country without paying the duty.
4. See Oregon Blue Book.
5. A commission is a company of persons enjoined to perform some duty, or execute some trust. State Tax Commission; State

## EIGHTH GRADE DIPLOMAS.



Highway Commission.

6. Veto, I forbid. Lobby, part of a hall of legislation not appropriated to the official use of the assembly. Also a group of persons collectively who frequent such a place to influence legislation.

**Electoral College** is the name given to the body of Presidential electors chosen in each state. We now have 48 electoral colleges. **Charter**—a written instrument, from the sovereign power of a state, bestowing rights, franchises, or privileges. **Impeachment** is the act of charging a high official of a crime.

7. See page 16 of this manual.

8. See page 7 of this manual.

9. See page 9 of this manual.

10. Collect taxes, and preserve order. County Clerk keeps a record of the business of the Probate Court, and issues marriage licences.

11. Roosevelt highway bill. Soldier's educational bill.

12. Any legal voter. To prevent fraud.

### Civil Government



September 1919

1. What is a forest ranger? What are his duties?

2. What is a national park? Name two.

3. What is a game warden? What are his duties?

4. What is a "boycott?" Is it just?

5. Why is a large navy of greater importance for us than a large army?

6. When in your judgment is war justifiable?

7. Is military drill in schools advisable? Give reasons.

8. Why should a wealthy man who has no children be taxed for school purposes?

9. Show the value of a pure food law.

10. How can a foreigner become a citizen of Oregon?

11. President Wilson and the allies have negotiated a treaty with Germany. How may it become a law in the United States?

12. Who is president of the United States senate? When can he vote?

## EIGHTH GRADE DIPLOMAS

Answers



September 1919

1. A person employed by the government to keep watch over the forests. His duties are to look out for fires, to report the same, and aid in extinguishing them.
2. Territory set apart and reserved by the government on account of its beauty or grandure. Yosemite and Crater Lake.
3. One employed by the government to look after wild game. His duties are to arrest and prosecute persons killing game out of season.
4. An agreement by a number to refuse any dealings with a certain person or firm. No.
5. In order to protect our extensive sea coast and our foreign possessions.
6. In defense of right and of our country.
7. Answers will vary. There is good argument pro and con.
8. The public school is the hope of the nation which protects his property.
9. It protects the public by guarding the market and preventing the sale of any article deleterious to health.
10. By first becoming a citizen of the United States and taking up his residence in Oregon.
11. By being ratified by two thirds of the Senate.
12. The Vice President. Only when there is a tie.

Civil Government



January 1920

1. Name the United States senators from Oregon, and one member of the lower house from this state.
2. How do we get money to support the public schools?
3. Name the three departments of our government.
4. What is a treaty? How is a treaty arranged? How ratified?
5. Name some duties of a citizen.
6. What is a political party? What are the leading political parties in Oregon?

## EIGHTH GRADE DIPLOMAS

7. Name five duties or powers of Congress.
8. Where must all bills for raising revenue originate?
9. What do you understand by "Mob Law"?
10. What do you regard as the leading question before Congress at the present time?
11. What were some of the reasons given for calling an extra session of the Oregon legislature?
12. Name the two departments of the Oregon legislature.

### Answers



January 1920

1. Senators McNary and Stanfield. Representative W. C. Hawley.
2. Chiefly from interest on money obtained from the sale of school land, from fines, escheats and gifts, and also by taxation.
3. Legislative, executive, and judicial.
4. An agreement between two nations. By the President. By the Senate.
5. To uphold the government, to vote, and to hold office.
6. An organized body of persons holding the same political views and working together for the purpose of securing control of the government. Democrat and Republican.
7. To pass laws, to coin money, to establish post offices, to regulate commerce, to borrow money.
8. In the House of Representatives.
9. Law administered by a mob. (Webster)
10. The League of Nations.
11. To amend the Workmen's Compensation Act. To vote on capital punishment. To ratify the 19th amendment.
12. Senate and House of Representatives.

### Civil Government



May 1920

1. Define or explain: platform, recall, convention, treason, political party.
2. Explain fully the initiative and referendum.



## EIGHTH GRADE DIPLOMAS

3. Name the United States Senators from Oregon and give their qualifications.
4. How are presidential candidates nominated?
5. Explain what is meant by conservation of mineral and timber resources.
6. What bill for the benefit of the public schools is to be voted on at the next primary election?
7. Name the departments of our state government.
8. Give five powers of congress.
9. What is a treaty? How made? How ratified?
10. How many state senators and representatives has Oregon?
11. Give the various steps by which a bill may become a law in Oregon.
12. What is an electoral college? How are the number of electors determined?

### Answers



May 1920

1. A **platform** is the declaration of the principles upon which a party stands. **Recall** is a device for giving the voters an opportunity to deprive a certain officer of his office before his time expires. A **convention** is an assembly of the voters of a body either in person or by representatives called delegates. **Treason** consists in levying war against a state or aiding its enemies. A **political party** is an organized body of persons holding the same political views and working together for the purpose of securing control of the government.

2. They are political devices for obtaining direct legislation by the people. The **initiative** is a power reserved to the people by which 8 per cent of the legal voters shall have the right to propose any measure, and 15 per cent the right to propose amendments to the Constitution. The **referendum** may be proposed either by petition of 5 per cent of the legal voters or by the legislature. Any measure referred to the people by the initiative or referendum, when approved by the people, shall take effect at once, without the signature of the governor.

3. J.N. Stanfield and Chas. McNary. Must be 30 years of age.

## EIGHTH GRADE DIPLOMAS

Must be nine years a citizen of the United States. Must be an inhabitant of the state from which elected.

4. By national conventions of their respective parties.
5. Withholding them from settlement or sale.
6. The Elementary School Tax bill.
7. Legislative, executive, and judicial.
8. To pass laws, to coin money, to establish post offices, to regulate commerce, to borrow money.
9. An agreement between two nations. By the President. By the Senate.
10. Thirty senators and sixty representatives.
11. It may be passed by the legislature and signed by the governor. It may be passed by the legislature and referred to the people and if sanctioned it immediately becomes a law. It may be initiated and passed by the people, in which case it immediately becomes a law.
12. It comprises entire number of Presidential electors. The number is determined by the number of senators and representatives in congress.





LIBRARY OF CONGRESS



0 019 308 962 8